State of Arizona
Virtual One Stop Local Administrator

Lead staff member to answer questions, problem solve, and assign system responsibilities, etc. for local WIA staff. All responsibilities are to be conducted within Arizona's WIA/VOS business rules, policies and guidelines, as defined below:

- Primary contact with the State Administrator for system problems, enhancements, extranet process, etc.
- Assign security rights, staff profiles, and activate/deactivate staff user ID's for access and VOS system functionality (i.e., supervisors, case managers, counselors, intake workers, etc.).
- Review and enter information received from local staff indicating issues that need to be entered into the VOS Extranet and to the State for review.
- In limited cases, authorize the extension of 45 day lock down rule for data input for one (1) additional 45 day period.
- Authorize changes and/or corrections to local WIA data (activities, enrollments, exits, and follow-ups, etc.).
- Assign local provider and employer numbers.
- Load and maintain contract, budget, funding, provider and service information into the Individual Fund Tracking (IFT) component.
- Run AdHoc and Performance Reports for local staff and program planning/evaluation purposes
- Provide DES Employment Administration - WIA with the original DES Request for Terminal Access and Other Activities (J-125) and the User Affirmation Statement (J-129) forms for the local administrator and all VOS users, and maintain a copy for local records.
- Maintain Local Tables, including, but not limited to:
  - Worksite Training Locations
  - Worksite Codes
  - Component Codes
  - Participant Names
  - SSN Edits/Corrections
  - Local Area Information, in coordination with State Administration
  - Local Office Information, in coordination with State Administration
  - Self Help Services
  - Staff ID's
  - Referrals To
  - Referrals From
  - Agency Codes
  - Agency Names
  - Agency Addresses

- Agency Contact Information
- Job Title Codes
- Program ID's
- Project Codes
- Employer Lists
- Employer Address & Contact Information
- Employer Numbers
- NAICS Codes
- Local User ID's
- Individual Staff Names
- Provider ID's
- Provider Names
- Provider Contact Information
- Dislocation Event #s
- Case Manager Assignments
- Partner Program Information
- Service and Course Information
- Multiple Contact Information
- Placement at Follow-up Information